

# ORDER

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1100.158

10/21/92

### SUBJ: STANDARD REGIONAL AIRWAY FACILITIES DIVISION

1. PURPOSE. This order establishes the standard organizational structure for the regional Airway Facilities (AF) division offices. It also identifies the primary functions of the division and its subordinate organizations. All regional AF divisions shall be structured in accordance with the provisions of this order.
2. DISTRIBUTION. This order is distributed to the branch level in the Office of the Associate Administrator for Airway Facilities, the Systems Maintenance Service, and the NAS Transition and Implementation Service; to the director level in the Associate Administrator for Air Traffic, Office of Personnel, and Office of Budget; to the division level in the regional offices, except the regional Airway Facilities and Air Traffic divisions; to the branch level in the regional Airway Facilities and Air Traffic divisions; and to all Airway Facilities field offices with a standard distribution.
3. BACKGROUND. In response to the agency's straight line reorganization, the Associate Administrator for Airway Facilities chartered a task force in May 1989 to develop a standard regional organization for the AF divisions. As a result of their efforts, a standard organization was implemented on October 1, 1989. In April 1991, the task force was reconvened to review new functions and to recommend minor revisions, as necessary. The resulting standard regional AF division organization is prescribed in this order.
4. GUIDELINES. The standard regional AF division organization defined herein is effective upon publication of this order. Because some realignments of functions and/or personnel may be necessary in some regions, the regional AF division shall be in compliance with this order no later than December 31, 1992.
  - a. Deviation from the Standard Organization. The organization defined in this order is considered the standard regional AF division organization. Any request for waiver shall be submitted to the Systems Maintenance Service, Maintenance Operations Division, ASM-200, for review and final approval by the Associate Administrator for Airway Facilities, AAF-1. Any existing waiver approval shall become null and void upon publication of this order.
  - b. Functional assignments relating to new or future programs shall be reviewed by ASM-200 and approved by AAF-1 for assignment to the appropriate organization within the regional AF divisions.
5. MISSION. The regional AF division implements the regions' airway facilities expansion and modernization program and maintains the National Airspace System (NAS) facilities. This division is under the executive direction of the Associate Administrator for Airway Facilities.

Distribution: A-W(AF/SM/NS)-3; A-W(AT/PN/BU)-1;  
A-X-2(except AF/AT); A-X(AF/AT)-3; A-FAF-0(STD)

Initiated By: ASM-205

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6. SPECIAL RELATIONS. The regional AF division shall keep the regional administrator informed of all significant operational and/or political issues within its purview. The regional AF division shall coordinate with the appropriate offices of the Associate Administrators for Airway Facilities, NAS Development, and Systems Engineering and Development for the effective accomplishment of assigned regional program responsibilities.

7. STRUCTURE. The organizational structure of the standard regional organization is shown in Figure 1, Standard Airway Facilities Division Organization.

8. FUNCTIONS. The regional AF division:

a. Implements national policies, procedures, and practices applying to facilities in the NAS, and establishes regional policy, procedures, and practices.

b. Directs, manages, and administers the regional AF maintenance program.

c. Directs, manages, and administers the regional facilities and equipment (F&E) expansion and modernization program.

d. Exercises line authority over the AF sector offices.

e. Directs, manages, and administers the operational and administrative telecommunications programs for the region.

f. Directs, manages, and administers all spectrum engineering programs for the region.

g. Manages the regional non-Federal facilities program.

h. Manages the AF certification program.

i. Conducts evaluations to determine assigned program effectiveness and directs follow-up actions to correct deficiencies.

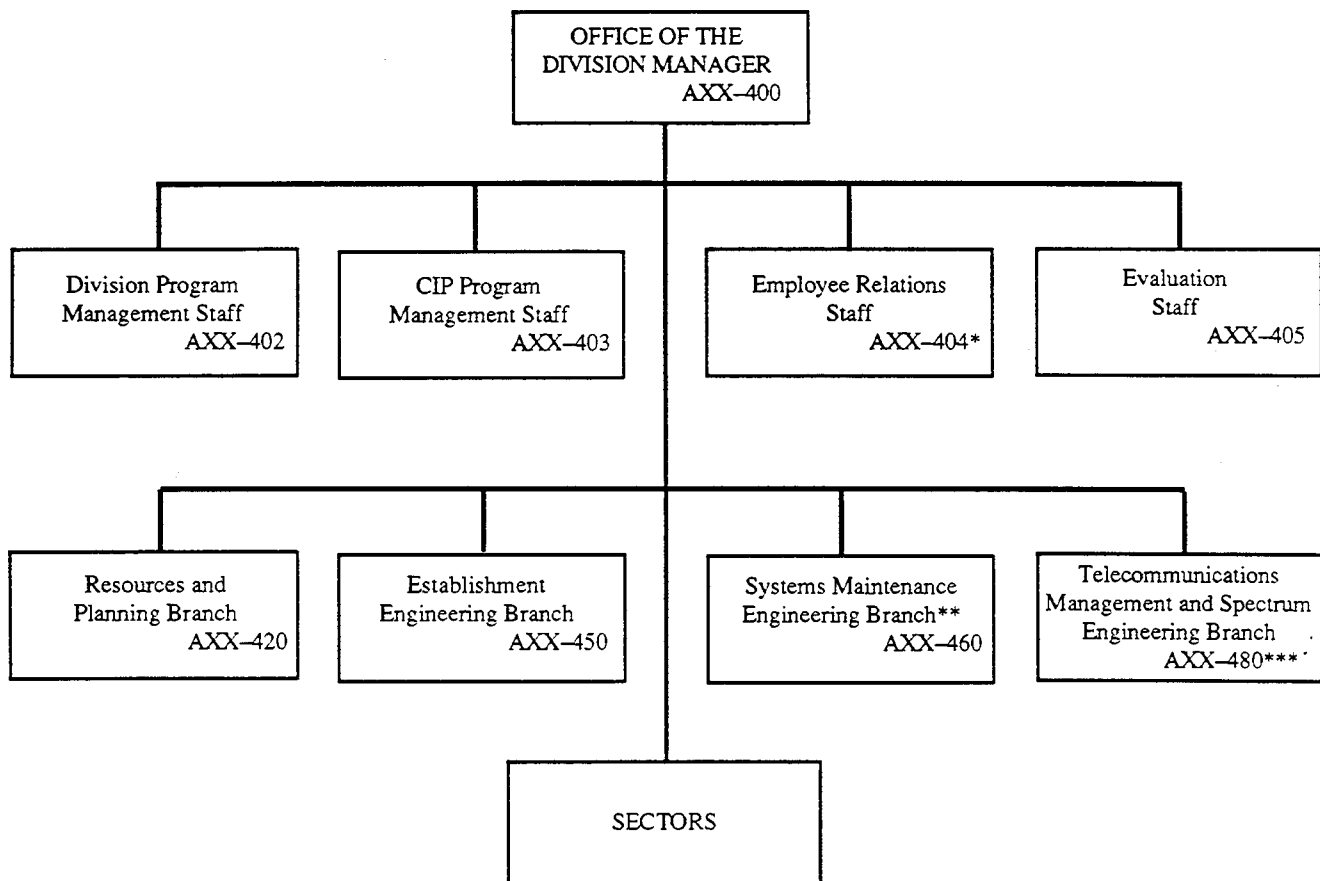
9. SUBORDINATE ORGANIZATIONS.

a. The Division Program Management Staff provides administrative program management to the regional AF division. In addition to providing specialized support directly to the division manager and the assistant division manager, the staff develops and maintains guidelines, standards, and procedures; develops program objectives; monitors resource requirements; and manages various employee programs. The staff:

(1) Develops and maintains guidelines, standards, and procedures; provides guidance, response to inquiries, and resolution of problems; develops plans and program objectives; and monitors, evaluates, and reports on overall administrative program accomplishment.

(2) Provides direct, specialized staff support to the division manager/assistant division manager, including advice and assistance, coordination,

## AIRWAY FACILITIES DIVISION



\* In lieu of AXX-404, the Employee Relations Staff functions may be assigned to AXX-402.

\*\* The Technical Inspection Program function in paragraph 9g(25) may be assigned to AXX-405.

\*\*\* In lieu of AXX-480, TM&O functions in paragraphs 9h(1) through 9h(16) may be assigned to AXX-420 and spectrum engineering function in paragraphs 9h(17) through 9h(23) may be assigned to AXX-460.

monitoring, direction, and control of regional AF administrative program and representation of division management with respect to management concepts, policies, plans, and standards.

(3) Performs administrative management functions in support of the division office and regional office branches, including advice and assistance, research, and resolution of problems and liaison with other regional/national/external elements.

(4) Manages the division's annual goals and objectives, including the division manager's quarterly review presentation.

(5) Develops, justifies, and manages resource requirements for the division manager and immediate staff.

(6) Manages the division's incentive awards program, including employee suggestions.

(7) Manages the division's paperwork management functions such as directives, distribution, forms, reports, and records.

(8) Serves as the divisional focal point for Privacy Act and Freedom of Information Act (FOIA) matters.

(9) Provides support in management and program evaluations for all regional airway facilities organization/administrative programs.

(10) Serves as the focal point for all meetings and conferences of the division manager or the assistant division manager. Prepares and distributes conference agenda; establishes action items and follow-up procedures, ensuring that all action items are completed. Prepares the division or assistant division manager's data for national conferences.

(11) Manages the performance appraisal system.

(12) Manages the employee survey activities.

b. The Capital Investment Plan (CIP) Program Management Staff provides regional program management for CIP transition, integration and strategic planning. The staff:

(1) Serves as the regional program manager for the CIP, and serves as coordinator and liaison with all internal and external (i.e., DOD, other Government agencies, users, etc.) groups on issues impacting the CIP. Provides cost, schedule, and technical requirements for regional CIP inputs. Serves as the regional spokesperson for the CIP.

(2) Serves as program manager for major regional facility transition/integration planning. Assures cost, schedule, and technical adequacy.

(3) Reviews current and future F&E and operations plans; identifies linkages, dependencies, and potential impact to the CIP.

- (4) Supervises the on-site coordinators.
  - (5) Defines requirements for, coordinates, and evaluates integration support contract activity for the regions.
  - (6) Participates in Inter-Divisional Working Committee (IDWC) and Facility Review Committee (FRC).
  - (7) Provides updates on status of CIP to cognizant individuals and organizations. Identifies areas of impact to regional activities.
  - (8) Performs NAS implementation issues (NASII) coordination within the region and between region and headquarters.
  - (9) Serves as the AAF regional focal point for strategic and long-range planning activities.
  - (10) Monitors systems engineering and integration (SEI) contractor support efforts; defines and coordinates SEIC work program; and develops and recommends performance evaluation of SEIC.
- c. The Employee Relations Staff provides overall management and direction for the division in employee involvement (EI) and labor/management relations (LMR) activities. The staff:
- (1) Formulates and administers regional policies and plans for organizational behavior issues, including EI, LMR and total quality management (TQM).
  - (2) Administers policy and provides guidance for all EI activities and is responsible for the EI process including implementation, on-going maintenance, consulting expertise, and directions as needed.
  - (3) Provides organizational interface with regional and sector joint steering committees and with elements of the national offices and the bargaining unit.
  - (4) Serves as regional EI consultant and assists the regional and sector steering committees. Conducts evaluations of the process and ensures individual/organizational concerns are addressed.
  - (5) Establishes criteria for development of EI training courses and evaluates course content and structure. Promotes and develops EI activities, especially designing training and strategizing site needs and activities.
  - (6) Develops, justifies, and manages resource requirements for the EI process which includes financial tracking and contract monitoring.
  - (7) Serves as the focal point for all regional joint steering committee meetings, prepares agenda, takes minutes, and establishes action items and follow-up procedures. Provides administrative support to the steering committee and EI coordinators/consultants which includes data gathering, analysis, and statistical reports.

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(8) Participates and serves as the regional AF focal point on TQM activities.

(9) Plans, directs, and implements the regional AF division LMR program.

(10) Serves as liaison for the division/field for LMR policy, implementation, and guidance. Provides technical advice and guidance to division/field management and supervisors on the intent of and their rights and responsibilities with regard to the LMR programs.

(11) Serves as the division's technical authority in the conduct of discussions between management and bargaining unit employees.

(12) Conducts briefings with management officials regarding the intent and interpretation of the professional airways systems specialists (PASS) contract and its impact and application.

(13) Provides guidance within AF on conduct and discipline matters.

NOTE: In lieu of the Employee Relations Staff, AXX-404, the above functions (paragraph 9c(1) thru (13)) may be assigned to the Division Program Management Staff, AXX-402.

d. The Evaluation Staff provides regional AF program management for the evaluation of policies, organizational elements, and program performance. The staff conducts evaluations of sectors and/or various programs as assigned. The evaluations result in reports which document findings and recommendations for improvements in programs or organizations. The staff:

(1) Develops and publishes evaluation guidelines, criteria, and procedures. Provides advice and assistance on evaluation matters to the division manager and regional AF organizational elements.

(2) Develops and publishes a triennial evaluation schedule each year.

(3) Conducts comprehensive management evaluations of regional AF organizational elements. Conducts program evaluations of identifiable segments of functional areas which are directed toward decision-making or the resolution of substantive deficiencies or potential problems to include levels of compliance with directives, policies, or procedures.

(4) Develops comprehensive reports which document findings and provide recommendations to institute changes for improvements in programs or organizations.

(5) Develops and maintains an administrative tracking process to record action taken on issues and recommendations, including system safety and efficiency review (SSER).

(6) Serves as focal point for evaluations and audits performed by other FAA and external offices relating to the division's programs (e.g., Office of the Inspector General (OIG) and General Accounting Office (GAO)).

(7) Manages the division's internal controls program to prevent waste, fraud, or abuse of Government resources as prescribed by Office of Management and Budget (OMB) Circular A-123.

(8) Conducts special studies or projects on areas not specifically assigned to one branch.

(9) Promotes the effectiveness of the evaluation program by publishing information on findings, deficiencies, and recommendations.

e. The Resources and Planning Branch provides regional AF program management for fiscal and personnel resources. The branch manages personnel programs; develops staffing standards and allowances; develops and/or coordinates the F&E/OPS (operations) budget; provides F&E/OPS planning; provides regional associate program managers for F&E projects; and provides automation support. The branch:

(1) Manages the regional AF organizational structure.

(2) Manages the AF staffing standards and planning, developing, and distributing of staffing allowances.

(3) Manages the AF position classification program.

(4) Serves as focal point and coordinates AF security issues which include but are not limited to personnel, automation, and physical security.

(5) Manages the AF human resource programs (i.e., retirements, Office of Workmen's Compensation Program (OWCP), and medical).

(6) Manages the AF technical and non-technical training programs.

(7) Manages the AF personnel certification program and non-Federal personnel verification program.

(8) Manages the AF Equal Employment Opportunity (EEO) program.

(9) Develops the AF operations budget, and manages operations fiscal program.

(10) Manages the AF vehicle program.

(11) Manages the facility, service, and equipment profile (FSEP).

(12) Provides focal point for policy on hours of duty and watch schedule.

(13) Directs development of core performance standards.

(14) Manages all regional AF career planning, development, and selection processes.

(15) Manages the AF drug testing program.

(16) Coordinates special emphasis and employee participation group activities (excluding EI).

(17) Coordinates proposals to establish and integrate non-Federal facilities into the NAS.

(18) Serves as the regional AF focal point on all matters pertaining to the coordination of airspace studies.

(19) Plans and coordinates reimbursable agreements covering F&E and OPS services/materials provided by the regional AF division to other Federal and non-Federal organizations. This includes the Joint Radar Planning Group (JRPg) and the joint surveillance system (JSS).

(20) Serves as division focal point for the planning and coordination of airport master planning and development activities by airport sponsors, state aviation directors, and others as their plans relate to FAA facilities, including National Weather Service (NWS).

(21) Provides for all short-range (pre-engineering) planning and coordination for F&E projects, including siting and any temporary facility requirements to support F&E establishment projects.

(22) Plans and coordinates AF space requirements.

(23) Serves as focal point for regional project management system activities.

(24) Develops and coordinates the F&E budget, serving as the primary point of contact between AF, Budget, and other program organizations on F&E appropriation matters.

(25) Develops annual regional F&E budget, coordinating input from other organizations. The budget submission also includes adjustments for program consolidation and F&E accomplishments.

(26) Provides input on regional construction and installation program objectives and goals. Develops policies, schedules, priorities, and management systems required to effect their attainment.

(27) Monitors and reports on the fiscal and physical aspect of overall regional program for construction, equipment installation, and commissioning of F&E programs.

(28) Performs as the division's program manager for environmental assessment matters.

(29) Establishes goals, monitors, and reports on AF support of the minority business enterprise program.

(30) Serves as the division's focal point for FRC and IDWC to assure that the regional F&E program is soundly formulated, coordinated, integrated, and executed.

(31) Manages the administrative automation activities in AF, representing the division in Information Resource Management Plan (IRMP) functions, local area networks, and automation support services for hardware and software.

(32) Serves as the division focal point on matters of international interest.

(33) Serves as liaison with the regional Logistics division and AF field organizations for real estate leases, utilities, contracts and procurement activities; also is the division's focal point for the procurement plan.

(34) Controls fiscal analysis and monitors cross-utilization of F&E and operations personnel.

(35) Serves as the office of primary interest (OPI) for sector-of-the-year program.

(36) Provides regional associate program managers (APM) who are the focal point for planning and execution of F&E program activities.

(37) Serves as the regional focal point for National Airspace Integrated Logistics Support (NAILS) activities.

(38) Serves as the focal point for regional and national deployment readiness reviews (DRR).

f. The Establishment Engineering Branch provides AF regional program management for all facility establishment activities. The branch is responsible for scheduling, engineering, construction, installation and commissioning of approved projects, as well as preparing cost estimates, serving as technical representatives for contracting officers, and providing program quality assurance. The branch:

(1) Provides program management for the overall regional AF activities in construction, installation, commissioning, and F&E modifications and improvements of NAS facilities.

(2) Prepares cost estimates for all assigned, future year and other proposed F&E projects, and develops guidelines to assure that such estimates are realistic and valid.

(3) Serves as the contracting officer's technical representative on turn-key contracts for construction and installation.

(4) Participates in the development of engineering standards and procedures for FAA facilities and as required for non-Federal facilities.

(5) Manages operations funded activities of the branch to ensure and maintain fiscal integrity.

(6) Ensures that resources are available to meet regionally or nationally imposed commissioning or operational dates.

(7) Participates in contract acceptance inspection (CAI) and joint acceptance inspection (JAI) of facilities.

(8) Provides for engineering services within national guidelines for the siting, construction, installation, flight inspection, and commissioning of airway facilities and equipment.

(9) Provides regional engineering review of Washington office designs, specifications, system program plans, etc., involving new facilities and adopting site standards and engineering specifications to local conditions as needed.

(10) Develops construction proposals using national standard plans and specifications. Reviews construction bids, participates in contract negotiations, and recommends award of contracts.

(11) Develops NAS change proposals (NCP) for submission to the appropriate Configuration Control Board (CCB), and evaluates NCP's as requested for items that fall within establishment engineering responsibility.

(12) Manages the regional Technical Support Services Contract (TSSC) and other F&E contractual activities.

(13) Recommends modifications and improvements requiring national approval and funding.

(14) Performs environmental reviews and prepares environmental reports or studies as required for F&E projects.

(15) Provides regional representation on F&E construction and installation engineering matters with others.

(16) Manages all engineering drafting activities for the division.

(17) Provides program quality assurance through review of JAI exceptions, analysis of contract modifications, comparison of actual costs to estimates, and by using comprehensive project completion critique activities.

g. The Systems Maintenance Engineering Branch provides regional AF program management with respect to the maintenance of airway facilities. The branch supports the operations of facilities and equipment to assure reliability, availability, and efficiency of the NAS. The branch:

(1) Serves as program manager for the regional AF maintenance programs.

- (2) Provides technical guidance and engineering assistance to field maintenance operations for the correction of system or equipment deficiencies and for the initiation and implementation of technical changes and improvements.
- (3) Accomplishes the regional AF facility performance improvement program. Coordinates the utilization of resources and the operation of facilities and equipment to assure and improve reliability, availability, and efficiency of the NAS.
- (4) Manages the regional configuration management program. Serves as OPI for preparing, analyzing and/or submitting all operational NCP's involving commissioned AF facilities, equipment, and software to the appropriate CCB. Coordinates NCP's with other branches, divisions, and regions as required.
- (5) Develops regional policies and guidelines for equipment and facilities certification programs.
- (6) Monitors application of standards and tolerances; reviews technical handbooks and issues supplements as required.
- (7) Implements procedures to assure accurate collection and documentation of technical reference data for regional facilities, systems, and equipment.
- (8) Serves as regional focal point for coordinating, monitoring, and documenting proper response levels to ensure the most reliable NAS is consistent with national orders.
- (9) Manages the AF test equipment program, including regional test equipment loan stock. Implements procedures to assure calibration and repair of regional test equipment in accordance with national directives.
- (10) Monitors and assures the adequacy and effectiveness of facilities/services/systems performed by contract, including regional policy development.
- (11) Manages the regional modification program. Monitors and reports on the status of accomplishment of approved modifications and any improvements noted.
- (12) Manages the AF safety and environmental program including Occupational Safety and Health Act (OSHA) abatement activities (i.e., environmental compliance, pollution abatement, and hazardous materials).
- (13) Reviews and coordinates national power policy standards, adapts these standards to meet regional requirements, and recommends revisions or improvements to national standards for assigned programs.
- (14) Serves as AF regional focal point for energy conservation program.
- (15) Provides assistance to the field in the utilization and disposal of excess property.

(16) Manages the regional AF aircraft accident program. Develops guidelines and procedures for participation of AF elements in the investigation of aircraft accidents with respect to the functioning of airway facilities.

(17) Manages the division's unsatisfactory conditions reports (UCR).

(18) Serves as regional focal point for coordination on AF maintenance engineering or facilities maintenance issues with other offices.

(19) Manages and maintains the division's technical library which includes electronic equipment modification (EEM), plant equipment modification (PEM) and maintenance technical handbooks.

(20) Serves as the OPI for emergency preparedness, natural disasters, and contingency actions; directs and coordinates restoration and continuity of the AF mission.

(21) Manages the NARACS (National Radio Communications System) network.

(22) Establishes schedules and priorities and directs the accomplishments of the field maintenance party type activities/projects.

(23) Manages the accomplishment of the special maintenance projects (SMP) program. Provides/coordinates all engineering requirements and develops regional standards as necessary.

(24) Serves as regional facility shutdown coordinator for extended facility shutdown coordination and publishing of the approved schedule.

(25) Manages the regional facilities technical inspection program which includes Federal and non-Federal facilities, systems, and equipment in accordance with national and regional inspection program objectives and guidelines (optionally located in the Evaluation Staff, AXX-405).

h. The Telecommunications Management and Spectrum Engineering Branch provides regional AF program management for telecommunications operations and spectrum engineering. Provides overall program management for the regional operational and administrative telecommunications programs. Spectrum Engineering provides regional frequency management, standards, databases, and interference resolution. The branch:

(1) Manages fiscal telecommunications requirements. Identifies, assimilates, and validates annual budget requirements for operational and administrative services and equipment.

(2) Administers and manages annual allocations, including monitoring of expenditures, conducting quarterly reviews and adjustments and end-of-year accounting within assigned program areas.

(3) Coordinates with budget offices and other planning and fiscal organizational elements within assigned program areas.

(4) Provides inputs to the regional program management system (RPMS) and other management information databases.

(5) Provides leased services and allocates FAA-owned assets; issues and administers leased service and equipment contracts and the employment of FAA networks (i.e., radio communications link (RCL), low density radio communications link (LDRCL), data multiplexing network (DMN), and National Airspace Data Interchange Network (NADIN)) to satisfy user requirements.

(6) Monitors user demands and network capacities and evaluates leased versus buy options.

(7) Serves as principal coordination point with the Defense Commercial Communications Organization (DECCO), telecommunications suppliers, and FAA telecommunications users.

(8) Provides overall operational management of the leased services, RCL, DMN/Statmux, NADIN, administrative telecommunications network (ADTN), FTS-2000, and future telecommunications network.

(9) Coordinates with procurement, installation, maintenance, training, staffing, and support organizations to ensure overall network integrity.

(10) Develops regional network diversity plans, RCL circuit design packages, DMN network plans, circuit recompetition, and implementation plans. Coordinates with requiring activity, project office, regional office, facility contacts, and counterparts.

(11) Develops and promulgates restoration and contingency plans for potential telecommunications failures.

(12) Evaluates and initiates NCP's, directives, procedures, etc., to maintain operational integrity pertaining to telecommunications management and operations (TM&O) functions.

(13) Maintains the configuration baseline at the network level consisting of channel and port assignments, equipment location, and location of nodes, drop insert points, etc.

(14) Provides telecommunications service improvement. Evaluates service performance to determine national and regional trends as well as providing oversight and guidance for national and regional telecommunications quality service programs. Participates in the escalation and restoration of major telecommunications outages.

(15) Serves as principal coordination point with telecommunications suppliers and users.

(16) Manages telecommunications management information systems. Develops, deploys, maintains, and operates the telecommunications information management system (TIMS) and other engineering and database systems supporting the TM&O functions.

(17) Assigns, modifies, and deletes frequencies for FAA facilities and is responsible for establishing regional standards and procedures.

(18) Engineers and coordinates frequency assignments and uses with the military and other Federal and non-Federal entities.

(19) Serves as FAA focal point for frequency interference identification and resolution including activities under intra-/inter-agency agreements.


(20) Performs spectrum analysis, radiation hazard, and other measurements as required/requested (i.e., phantom controllers, radiation patterns, radar beacon, pulse repetition frequency (PRF), and power).

(21) Performs electromagnetic analysis on airspace cases involving radio frequencies that may impact the NAS as part of the FAA's obstruction evaluation/airport airspace analysis (OE/AAA) program.

(22) Maintains and updates regional frequency database for aeronautical bands as well as data relating to frequency sensitive areas.

(23) Serves as FAA focal point for coordinating military electronic countermeasure (ECM) missions within the NAS.

NOTE: In lieu of the AXX-480 Branch, the telecommunications functions (paragraph 9h(1) thru (16)) may be located in AXX-420 (AXX-428); the spectrum engineering functions (paragraph 9h(17) thru (23)) may be located in AXX-460.

  
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